

Everyone participates and shares their ideas



Accessible Design Foundation of Japan is a corporation in public interest and works to disseminate products, facilities and services that are accessible for a wider range of people including older persons and persons with disabilities. Ideas and opinions of older persons and persons with disabilities are indispensable for our activities. Accessible Design Foundation of Japan holds “accessible meetings” to listen to their voices.

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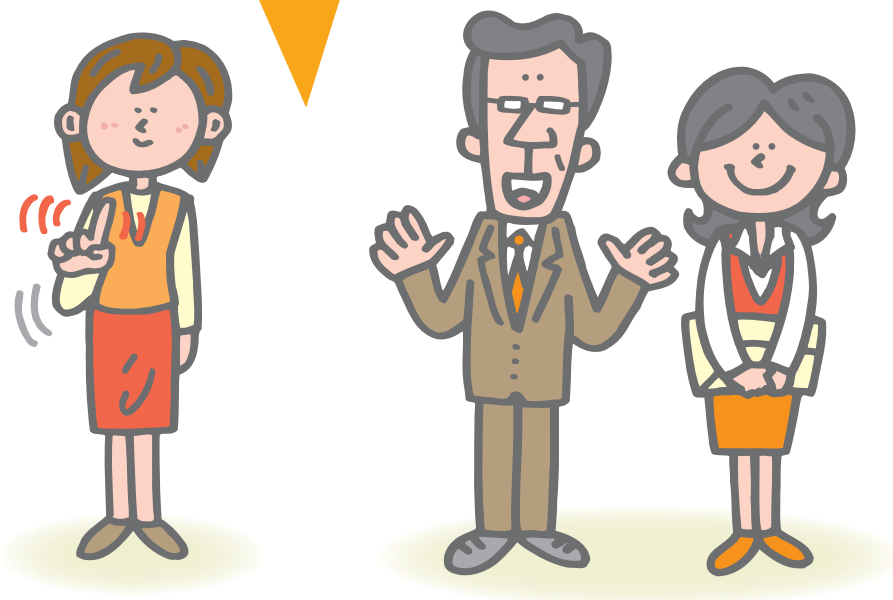
URL: <http://www.kyoyohin.org>

http://www.kyoyohin.org/06_accessible/060101_jiss0042.php

Welcome to “accessible meetings”

Accessible Design Foundation of Japan

What is an accessible meeting?



There are various types of meetings, ranging from small gatherings in families, schools and towns, to bigger ones such as academic meetings, sessions in congresses and international conferences.

Meetings have their own purposes and all meeting attendees work together to solve problems, to make rules, etc.

If the needs of people who experience difficulty with participating in meetings can be accommodated, they can be more active in discussions and new ideas will become possible.

It is important to consider all measures that are necessary to make meetings more accessible for a wider range of people.

This brochure gives suggestions as to how “meetings for everyone” can be realized, from a viewpoint of accessibility where people can participate regardless of disabilities and age.

Many men, many minds:

Are you aware of participants' needs?

I don't know when and where to go.

Will a space for service dogs be available?

Will there be a sign language interpreter?

How can I know who is speaking?

I want to know more about the meeting and the materials used.


Will I be able to hear everyone's remarks?

Will I be able to go to the venue easily?

I wonder if information used at the meeting will be easy to see.

Will the speakers use plain language so that I can understand?

Will there be enough breaks?

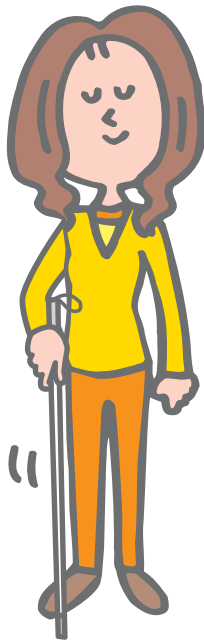
Whose opinions are they? 

What do we mean

Do you know about participants of your meeting?

I don't know when and where to go.

Participant A is blind and cannot read printed meeting notices.



Will a space for service dogs be available?

Participant C usually goes out with his guide dog; it is difficult for him to come to the meeting by himself.



Will I be able to go to the venue easily?



Participant B is a wheelchair user. He's unable to go through narrow streets and over gaps.

I want to know more about the meeting and the materials used.

Participant D feels he is becoming forgetful. Unless information on the materials is well organized, it is sometimes difficult for him to understand.



I wonder if information used at the meeting will be easy to see.

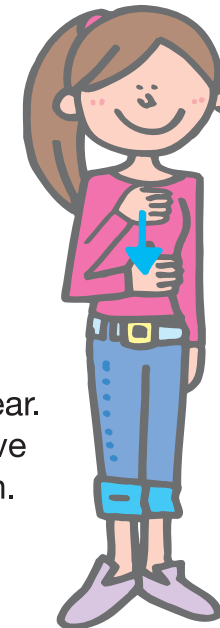
Participant E has low vision, and she has difficulties in reading small print and from a distance.



by "everyone"?

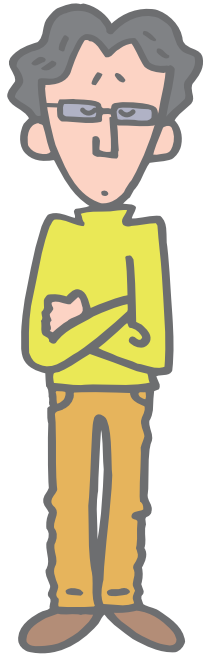
Will there be a sign language interpreter?

Participant F cannot hear. She needs an alternative way for communication.



How can I know who is speaking at the meeting?

Participant G, who is deaf-blind, can neither see nor hear. He doesn't know who is speaking and what is being said.



Will I be able to hear everyone's remarks?

Participant H uses a hearing aid. It is difficult for her to hear weak voices and from a distance.



Will the speakers use plain language so that I can understand?

Participant I sometimes does not understand old-fashioned words and words he has not been taught.



Will there be enough breaks?

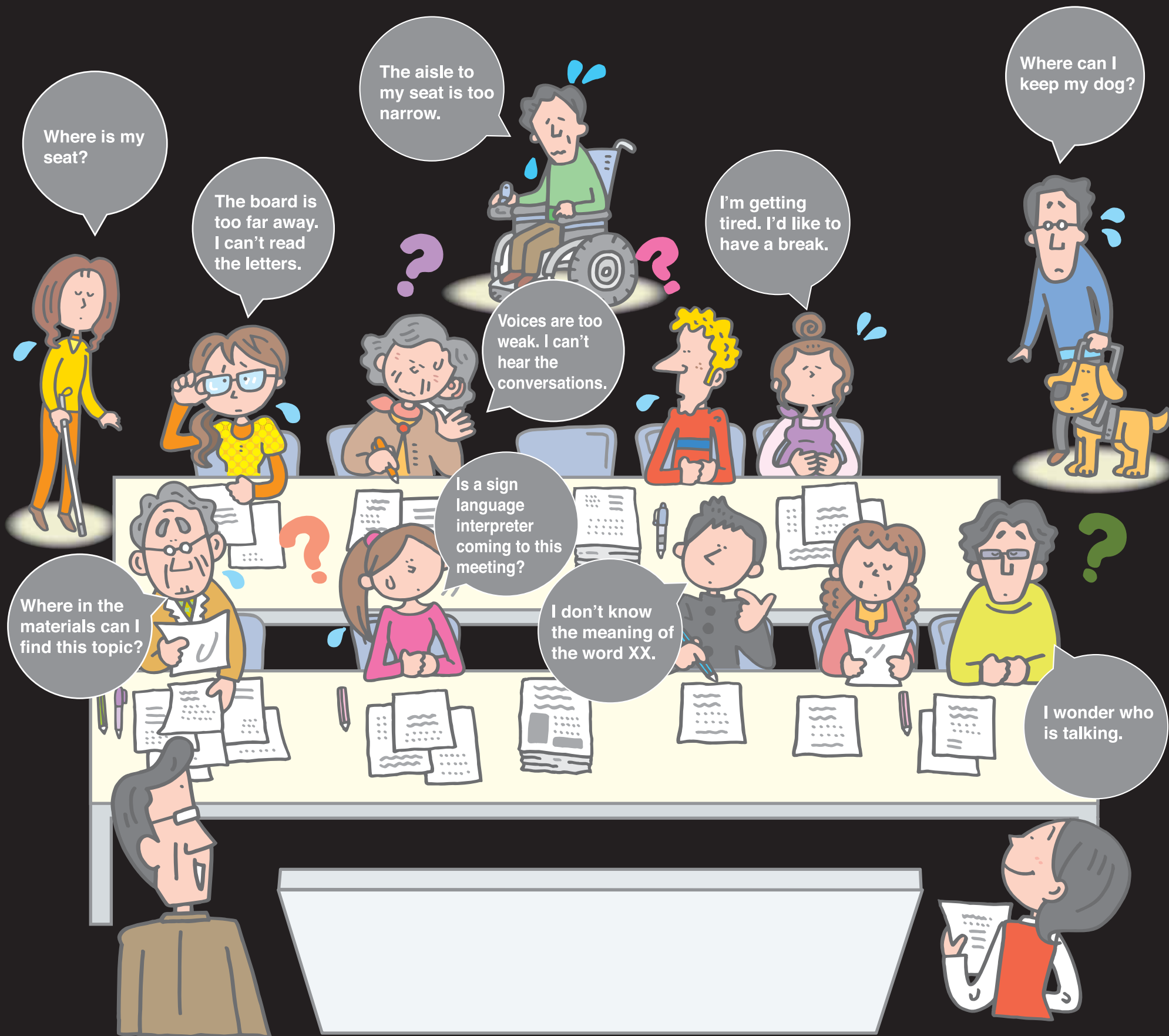
Participant J cannot stay in the same position for a long time. Sometimes, she cannot stay focused for a long time.



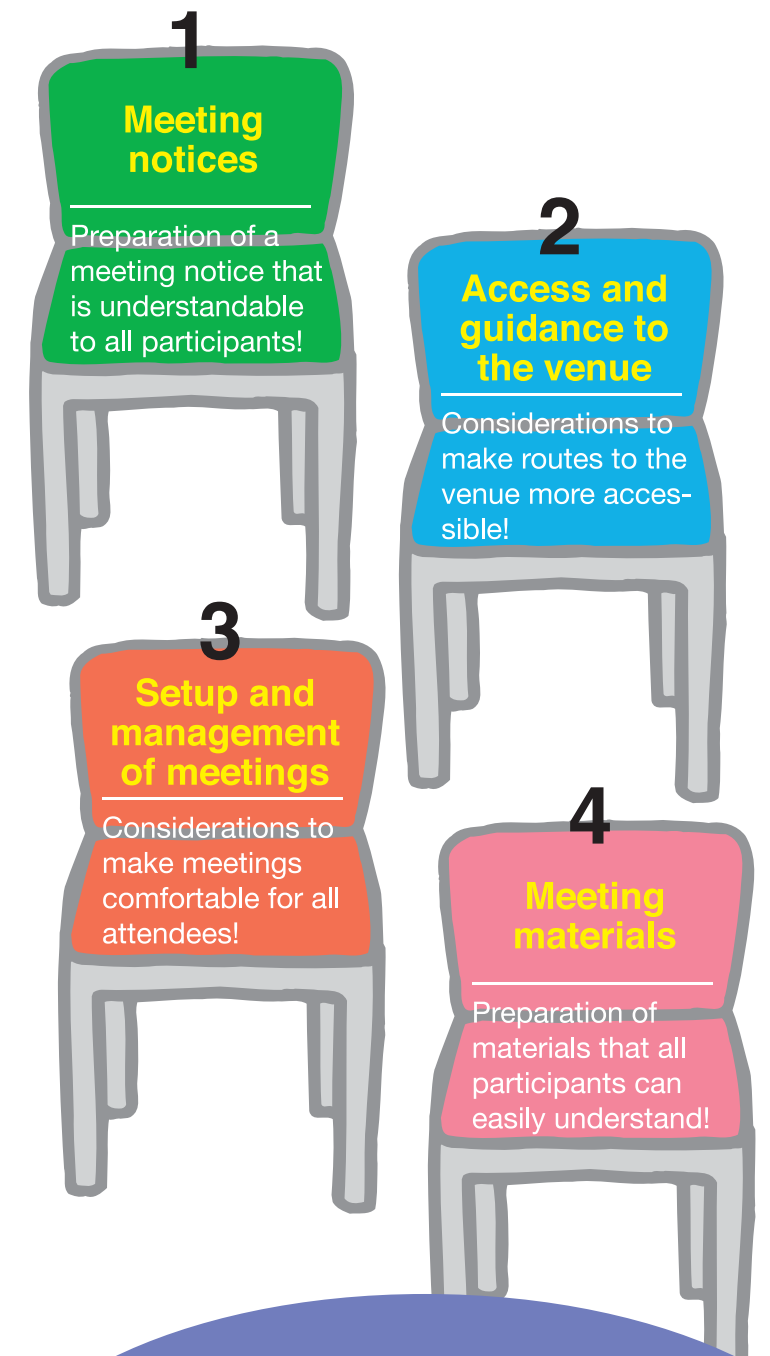
What will meetings without considerations be like?



I hope your meeting is not like this one.




Accessible meetings can be made possible by making proper arrangements, in line with the flow of meeting planning.



Meetings

Meetings for everyone with considerations and preparations

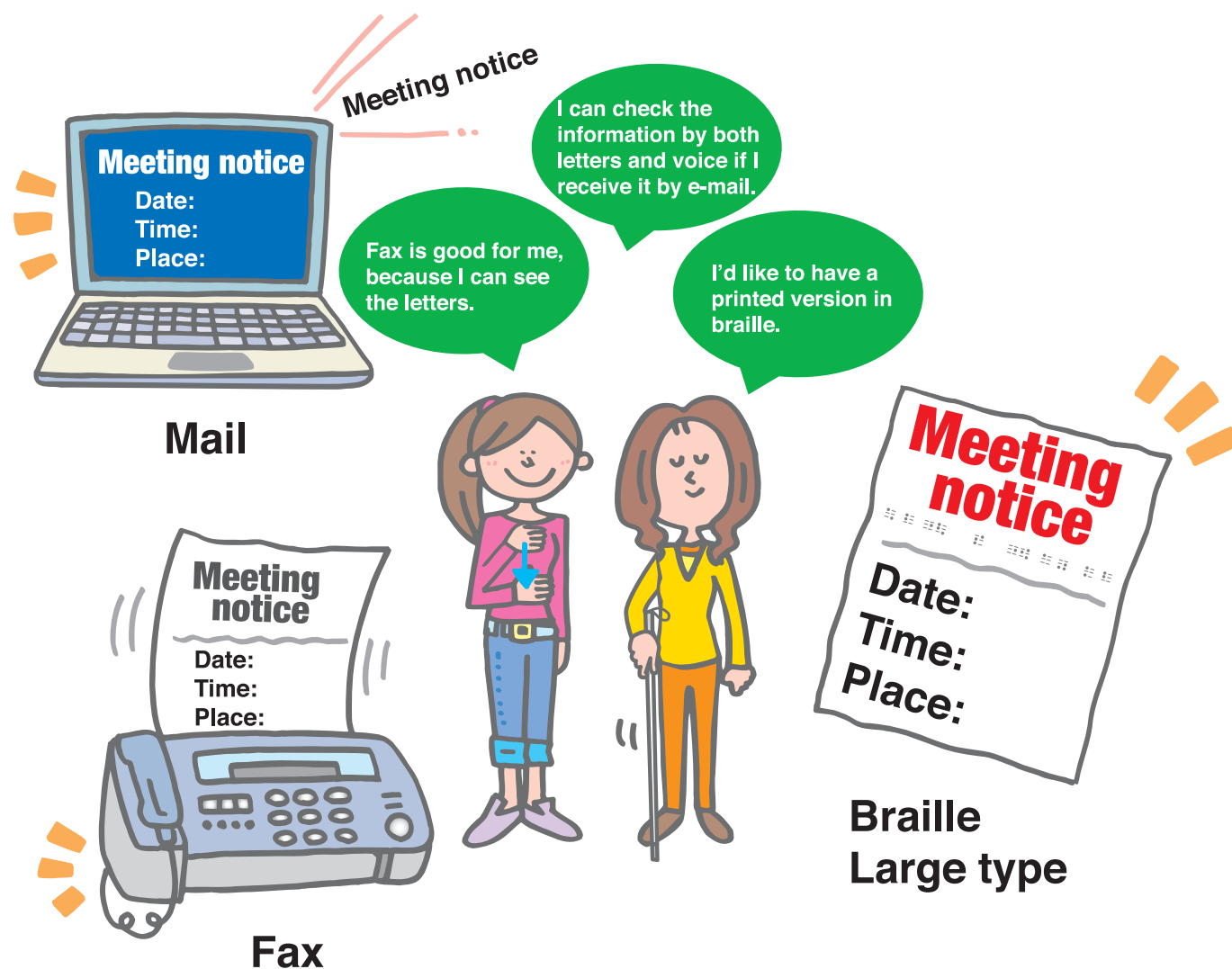
Now let's take a look at what considerations and preparations are necessary. 

Meeting information

Notices should be made in various formats to cater to different needs of participants.

Tips for meeting notices

- Proper communication method for each participant should be confirmed. Pre-registration form might be useful to get information on specific needs. (see p.22)
- Participants should be able to choose how a notice will be sent. E.g.) by mail, e-mails, faxes, etc.
- Preferred format of the notices should be confirmed. (e.g. Large type, braille, etc.)



Meeting notices

Meeting notices should be prepared in several formats such as large type, braille edition, electric data, etc., on request from participants.

Sizes and fonts of letters should be easy to read.

Sentences used should be short and easy to understand.

Difficult Chinese characters should be presented with readings using Japanese characters.



The following information should be communicated to relevant participants.

- Availability and locations* of public parking lots and parking spaces for persons with disabilities
- Availability of information services** including sign language interpreters and summary note-takers***
- Emergency contact information on the meeting day (Phone, FAX, e-mail, etc.)

*Illustrations are helpful.

**Information, communication and other services in alternative format on presentation and discussion, including sign language interpreters and writing interpreters.

***Summary note-takers: those who summarize spoken information and write it down for persons with hearing impairments

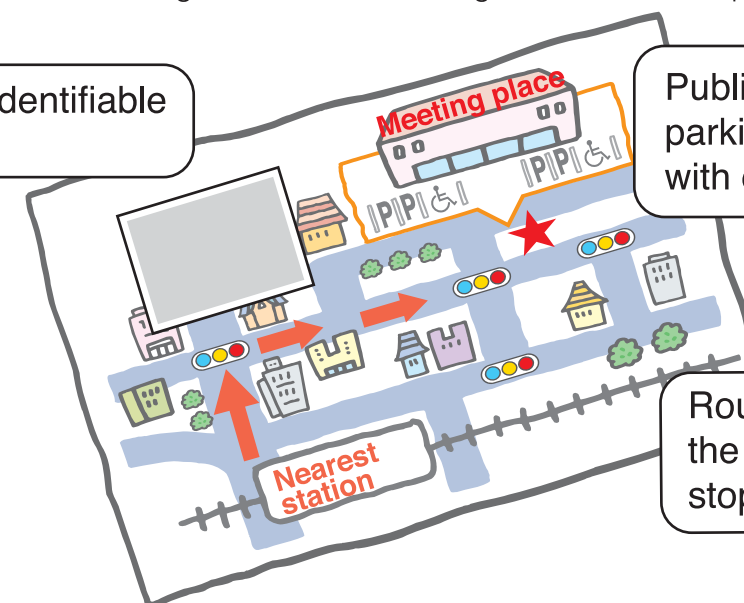
Maps

For maps attached to meeting notices, the following information is helpful.

Pictures of identifiable locations

Public parking lots and parking spaces for persons with disabilities

Routes to the venue from the nearest station/bus stop, etc, if available



When there is a participant who cannot see illustrations, explanations should be made only with verbal expressions.

How can we make routes to venues more accessible?

Guidance to venues

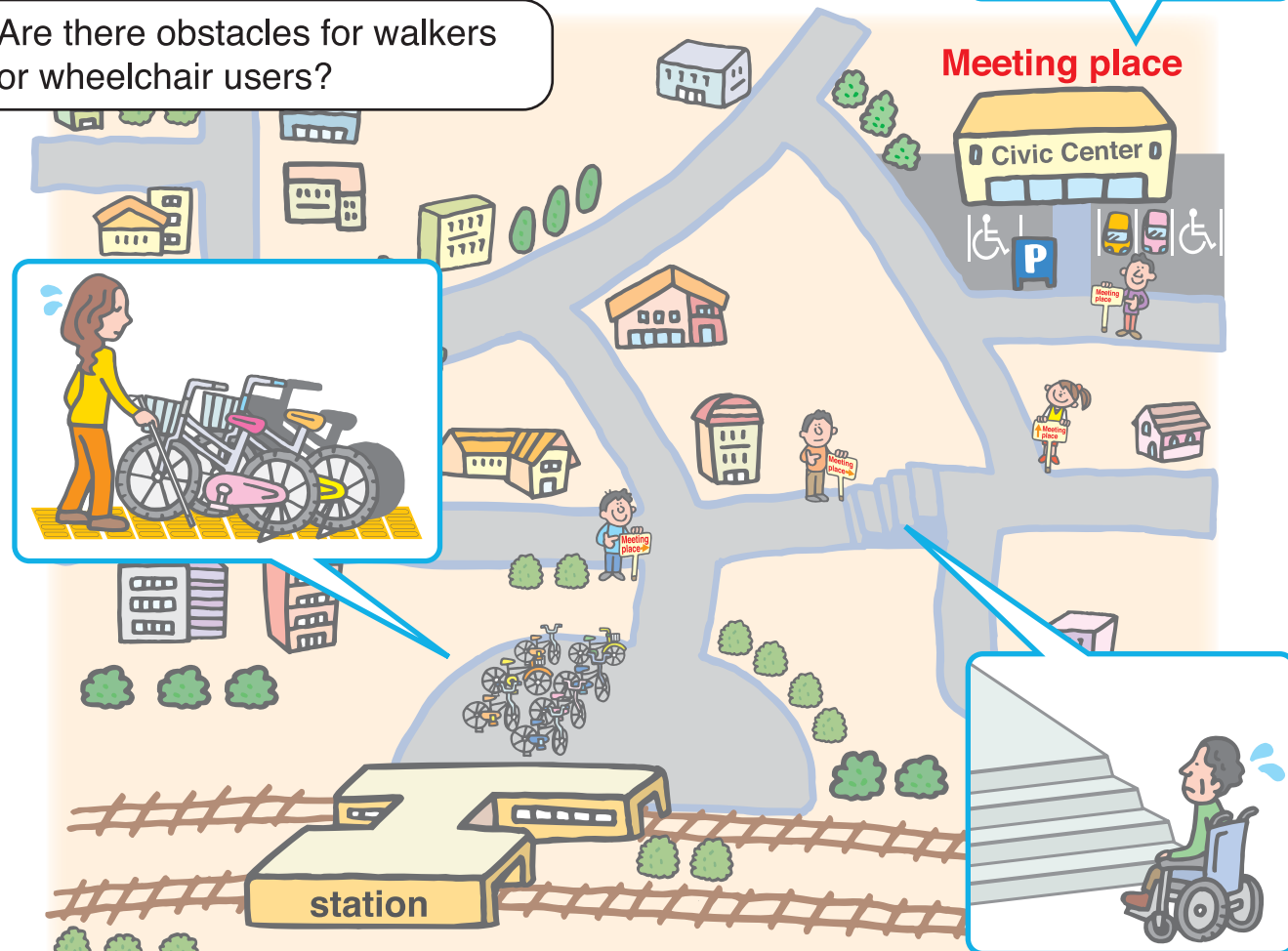
Various guidance methods should be checked for various participants with different needs.

Tips for preparation and guidance on the meeting day

- Meeting organizers should check in advance if the venue is easy to come to from the nearest station.
- Meeting organizers should check to see if there are obstacles on stairs, gaps, and tactile walking surface indicators on the route(s).
- Locations of support staff should be determined in advance. Adequate human resources for guidance should be secured.



Are there obstacles for walkers or wheelchair users?

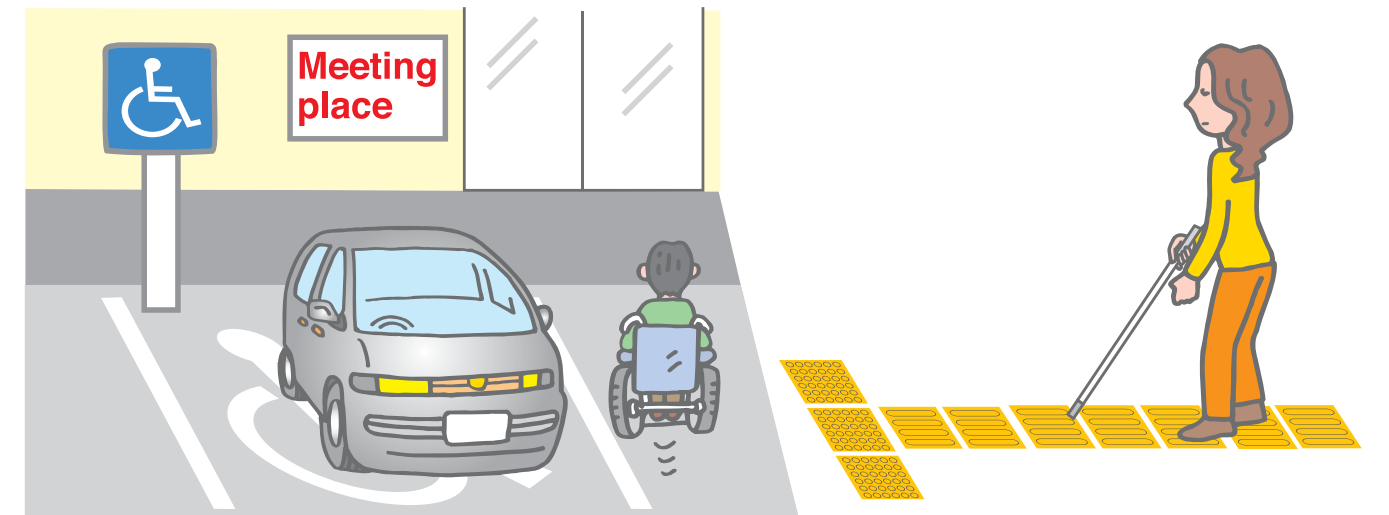


Human assistance

If the meeting place is in a confusing location, guide staff should be stationed at noticeable location(s).



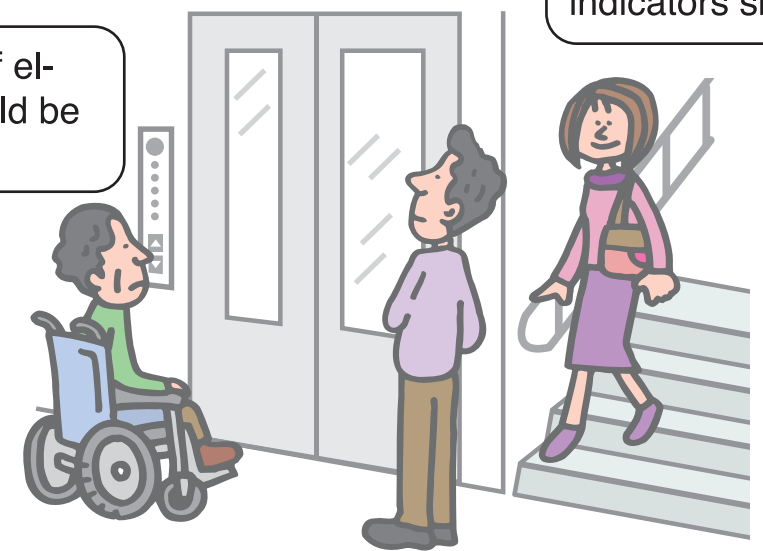
Considerations at meeting facilities



Parking for persons with disabilities should be secured near the entrance.

Obstacles (e.g. bicycles) on and near tactile walking surface indicators should be removed.

Availability of elevators should be confirmed.



Availability of handrails on staircases and slopes should be confirmed

How can we arrange meeting rooms?

Setup of meeting rooms

Meeting rooms should be arranged based on characteristics of participants.

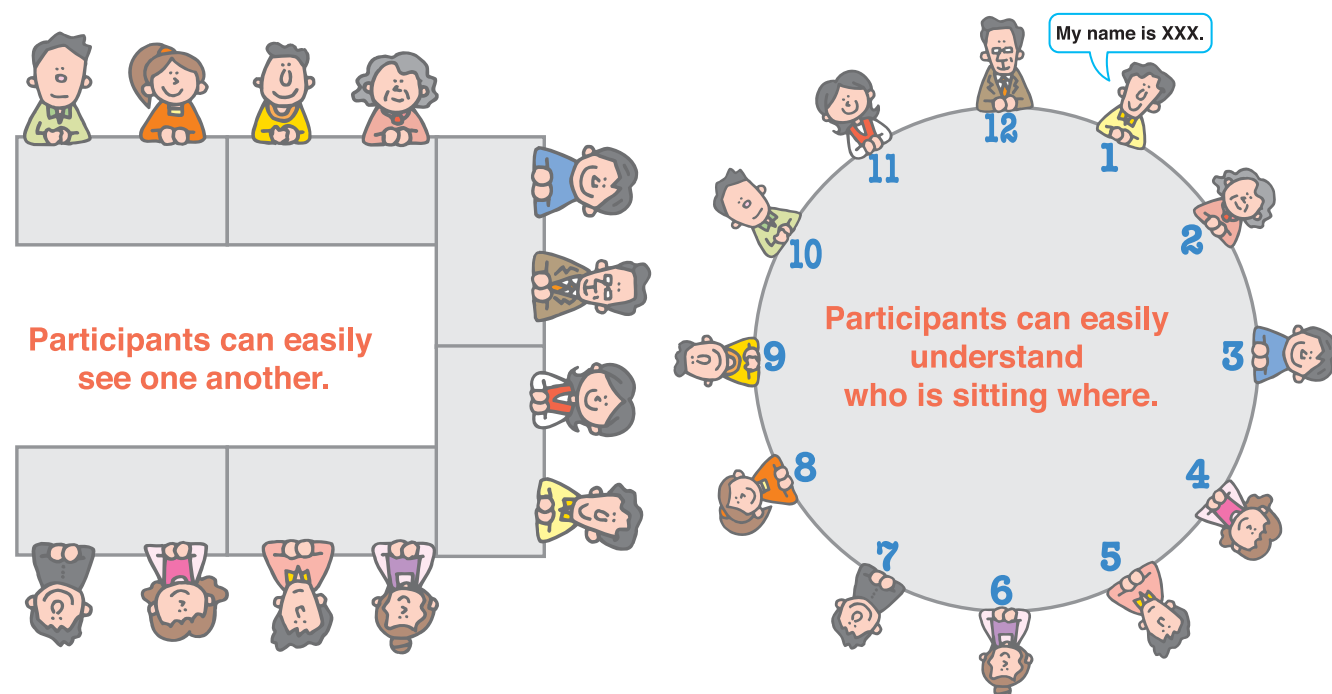
Tips for seating arrangements

-Consideration for seating arrangements is necessary when systems for information services, such as sign language interpreters and hearing aids*, are to be shared by more than one participant.

*Hearing aids: Devices for persons with hard of hearing for easy listening of target sounds, including radio frequency transmission systems, IR systems for audio information and induction-loop systems.

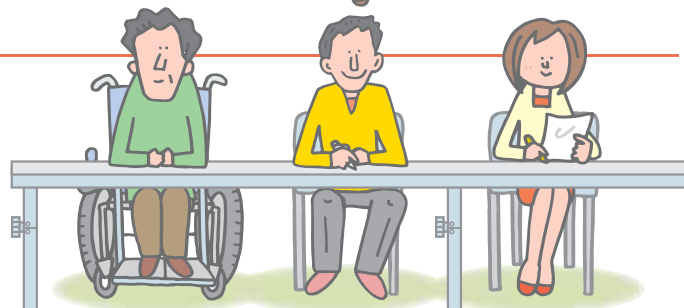
-Tables should be arranged in such a manner that participants can easily see the whole room, the moderator and the sign language interpreter.

-Participants can get an understanding of the seat arrangement, through oral introduction by each participant in turn.



Tables

Space for wheelchair foot supports and armrests should be secured under the tables. 70cm to the tabletop and 67cm to below the tabletop from the floor is generally recommended.



Information services

Systems for information services, such as radio frequency transmission systems, IR systems for audio information, induction-loop system, sign language interpreter, summary note-taking, subtitles for visual presentations, and audio description for persons with visual disabilities, should be prepared to facilitate discussion.

Lighting

Appropriate lighting should be considered. Lighting should be lowered around screens for projectors, while lighting around sign language interpreters should be bright enough for participants to see them clearly.



Acoustics

Environment-related acoustics should be arranged so that participants can experience clear sound. The volume should be adjustable.



How can we prepare meeting materials? 

Preparation of meeting materials

Meeting materials should be prepared in various formats to accommodate the needs of participants.

Tips for preparation of meeting materials

- When there's a request from participants, materials should be prepared in enlarged edition, electric data, braille, digital audio, etc.
- In case materials are distributed on the meeting day, they should be explained orally, and not be dependent on visual information.



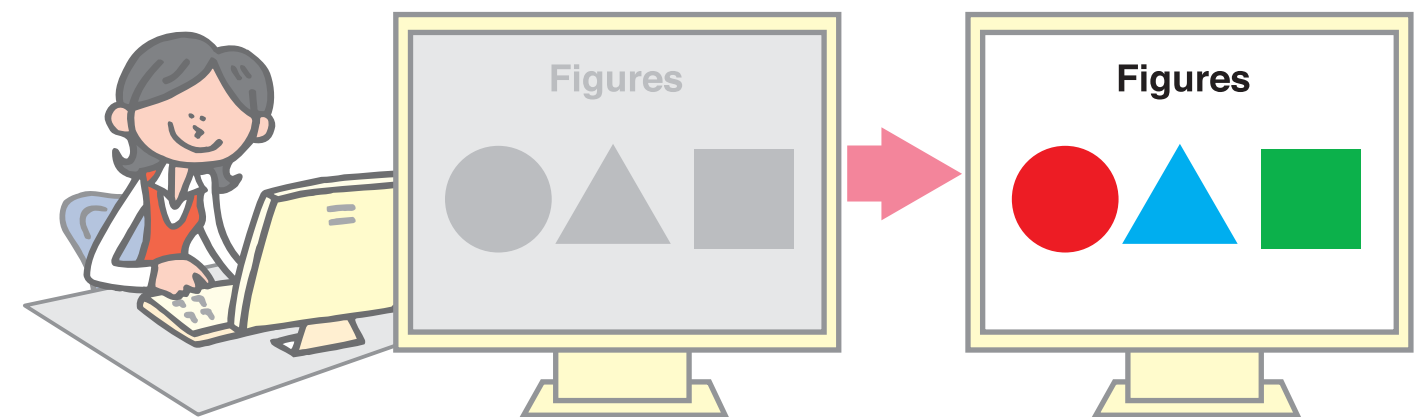
Sizes of letters used in materials

Size of letters used in materials should be decided in accordance with participants' needs and requests.



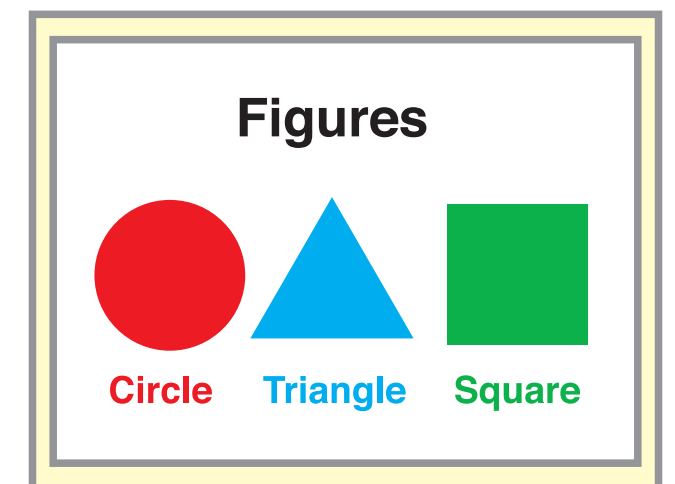
Images for materials

When making PowerPoint presentations, etc., color contrasts of images should be sufficiently clear.



Considerations in expressions

Information should not depend solely on colors but also be given with simple expressions. It is helpful to make letters bigger and use Japanese characters along with difficult Chinese characters. Try not to put too much information in one sentence. Images and film clips should also be easy to understand. When using technical terms or acronyms, they should be explained beforehand or when they first appear.



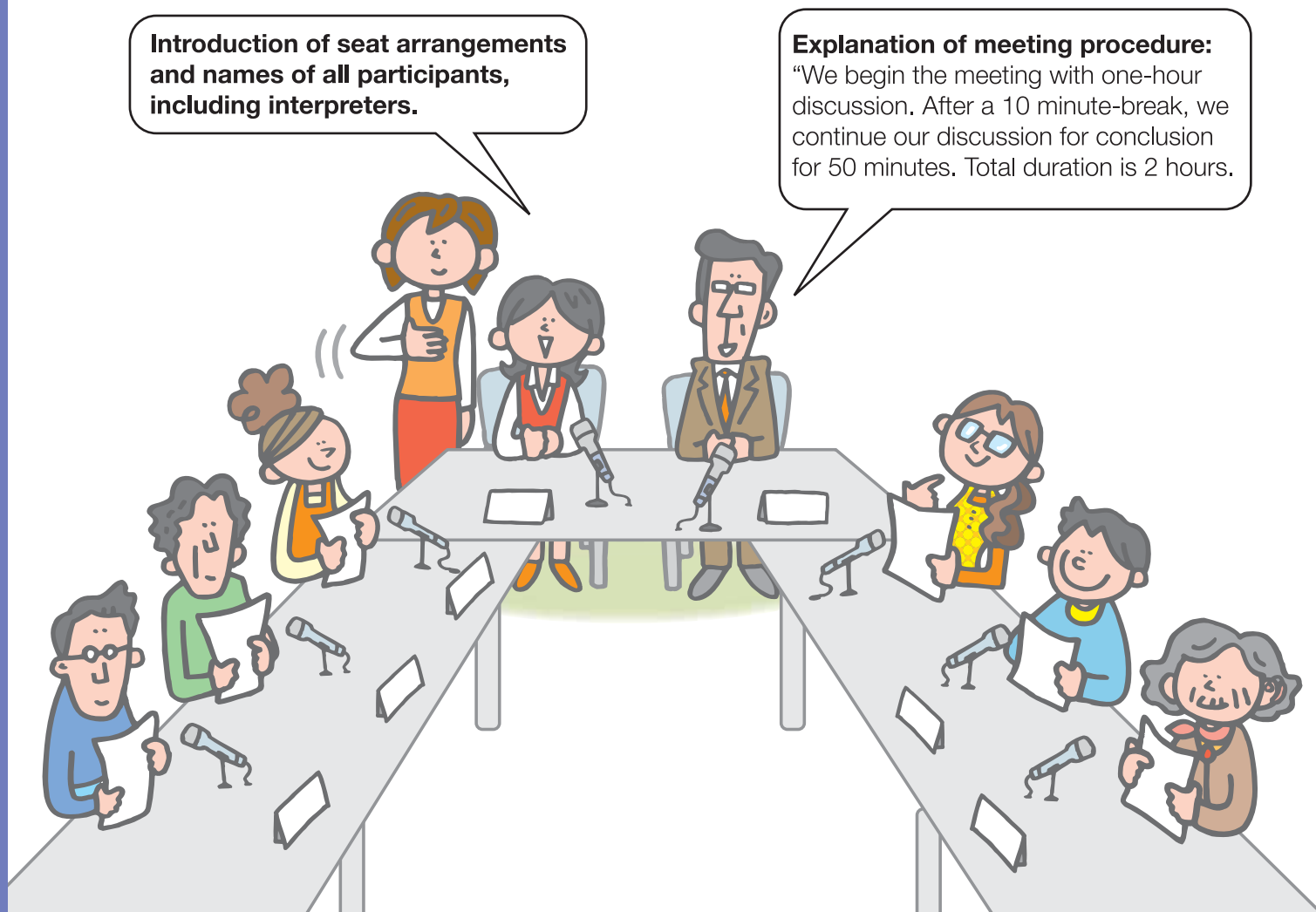
How can we proceed with meetings? 

Proceeding of meetings

At your meeting, all participants should be able to share and understand information.

Tips for proceeding of meetings

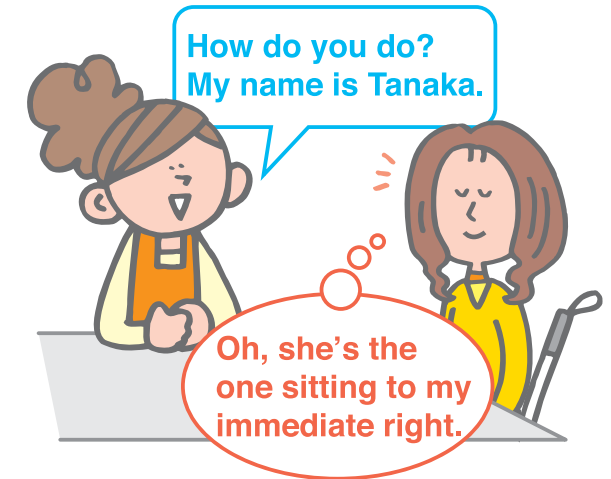
- The flow of meetings, such as concrete planning and duration of each session, should be explained at the opening of the meeting.
- It is helpful to have all participants introduce themselves at the beginning of the meeting so they feel comfortable to make remarks.



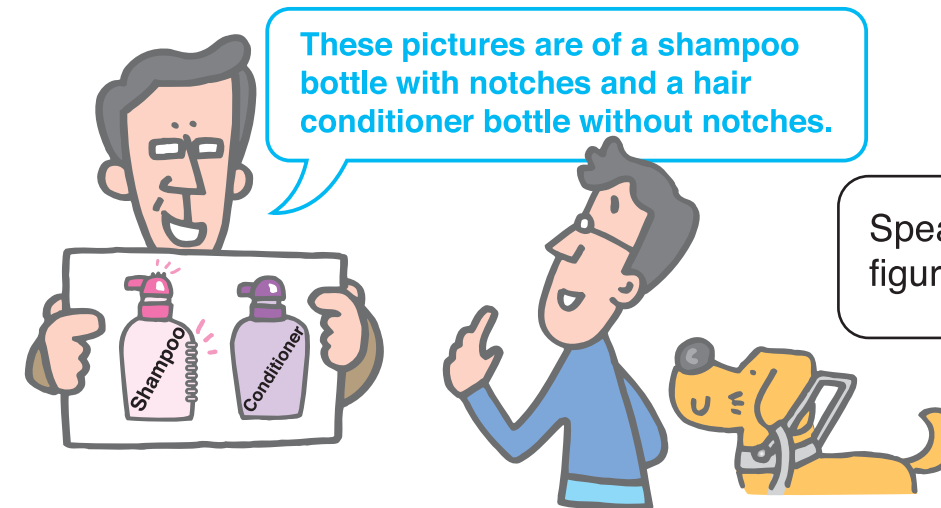
Consideration when making remarks



Some participants may be reading speakers' lips. Be careful not to hide your mouth over the microphone.



Before making remarks, remember to say who is speaking.

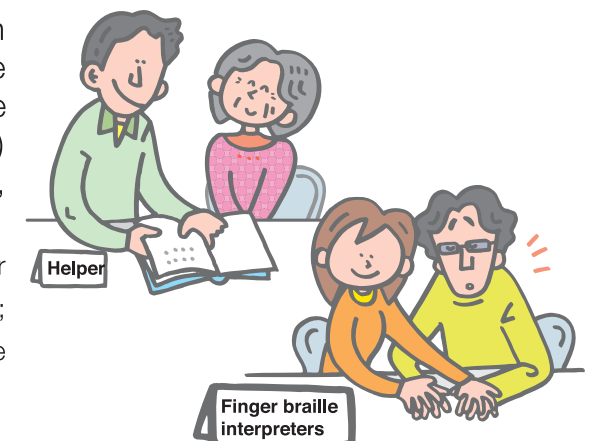


Speakers should explain figures and graphs.

Arrangement of necessary support staff (helpers, interpreters, and communication helpers*)

Guides, interpreters, sign language interpreters, sign language interpreters for persons with low vision, tactile sign language interpreters, finger braille interpreters, braille typewriter interpreters, hand writing (palm writing) interpreters, summary note-takers, audio interpreters, writing interpreter using computer, etc.

*Communication helpers: those who turn pages of documents for attendees; those who express opinions on behalf of participants; those who give information in a simple and concise manner; those who support participants when they have difficulty understanding

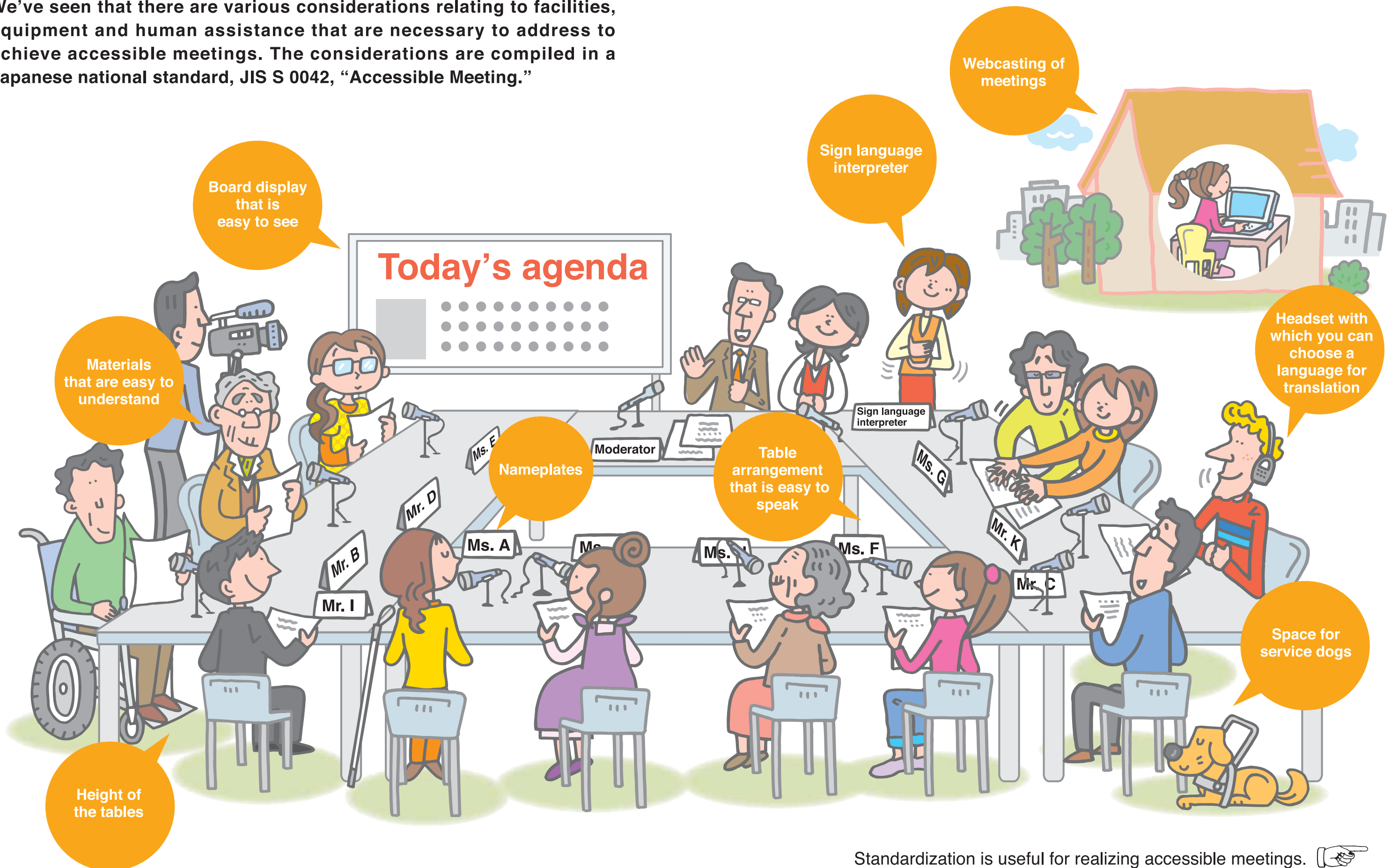


Minutes should be prepared in multiple formats so that all participants can understand and confirm.

Let's take a look at an accessible meeting.

Many suggestions for making meetings accessible

We've seen that there are various considerations relating to facilities, equipment and human assistance that are necessary to address to achieve accessible meetings. The considerations are compiled in a Japanese national standard, JIS S 0042, "Accessible Meeting."

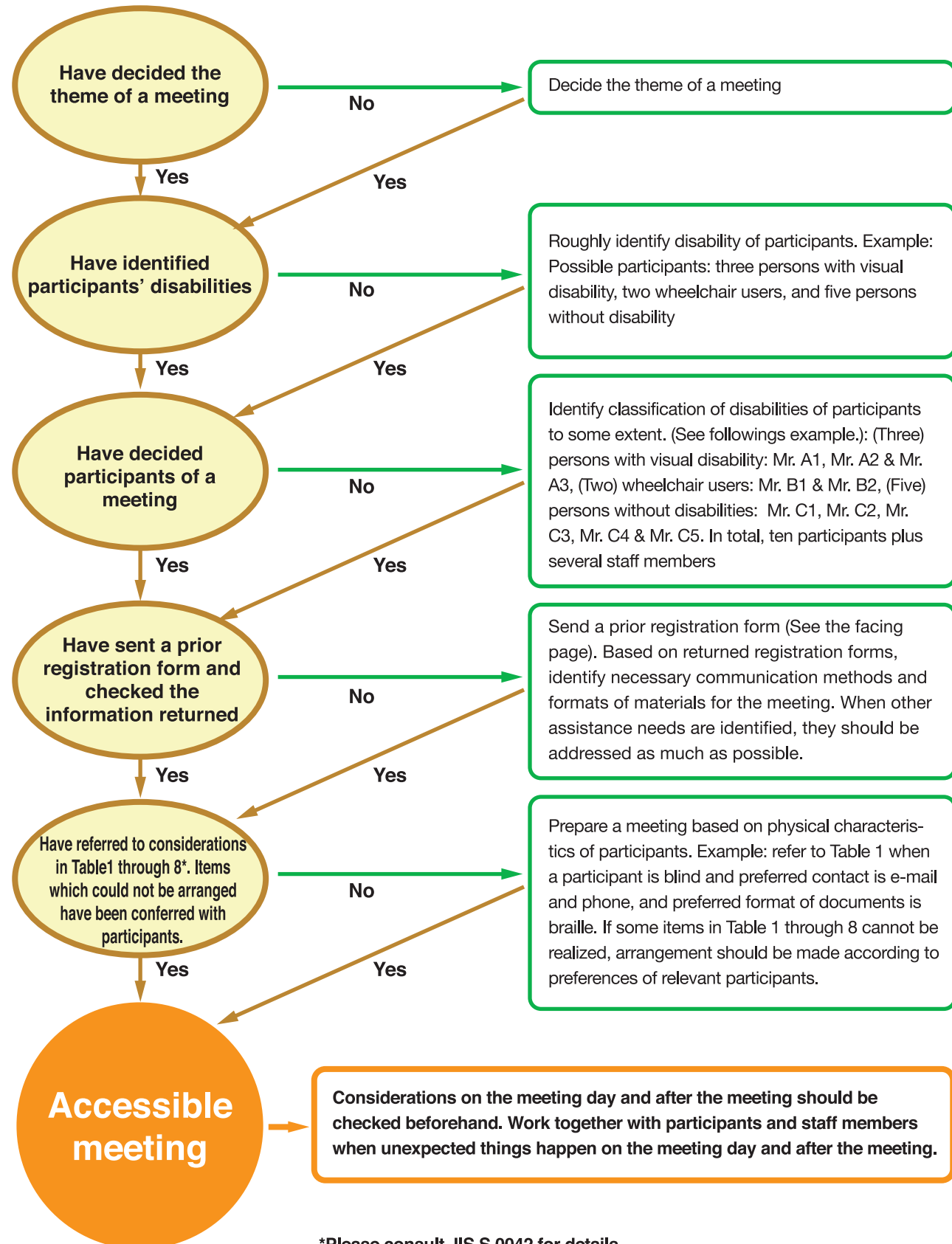


Standardization is useful for realizing accessible meetings. 

JIS S 0042 “Accessible Meeting”

The standard specifies matters to be considered and products to be used when holding a meeting in which older persons and persons with disabilities join, so that organizers can have safe and productive meetings. Following the standard, meetings can be made more accessible for persons with disabilities and older persons.

Procedures for an accessible meeting (Example)



*Please consult JIS S 0042 for details.

Example of prior registration forms

Prior registration forms are useful to obtain information about participants' physical characteristics, necessary communication methods, assistance, etc.

Prior registration form for accessible meeting (Example)

This registration form is to be filled in by participants of a meeting prior to a meeting. Please circle relevant items and fill in necessary items. The information is used only for the purpose of holding a meeting, and not used for any other purposes. (The contents of this form are based on JIS S 0042 "Accessible meeting".)

- General information
 - Name: _____
 - Gender: (a) Male (b) Female
 - Age: () years old
 - Affiliations _____
- Please select possible contact means. (Plural answers welcomed.)
 - Telephone
 - Fax
 - E-mail
 - Others ()
- Classification of disabilities
 - Impairments in seeing ((a)-1) Blind, (a)-2) Low vision, (a)-3) Color perception disability
 - Impairments in hearing ((b)-1) Deaf, (b)-2) Hard of hearing
 - Impairments in both seeing and hearing ((c)-1) Deafblind, (c)-2) Hard of hearing and blind, (c)-3) Deaf and low vision, (c)-4) Hard of hearing and low vision
 - Impairments in touch
 - Impairments in taste or smell
 - Impairments in vestibular functions
 - Difficulties in hand and arm use
 - Limitations in walking ((h)-1) Wheelchair use, (h)-2) Stick use
 - Impairments in voice
 - Impairments in intellectual functions
 - Impairments in memory functions
 - Difficulties in communicating with written messages
 - Impairments as hypersensitivity reactions
 - Others ()
 - Without disability
- With or without a working dog (guide dog, hearing and/or service dog)

Yes No
- Support preference (Please answer if necessary.)
 - Format (form) of materials: a) Braille b) Enlarged letters c) Electric medium d) Others ()
 - Support of communication: a) Sign language b) Summary note-taking interpreter c) Simultaneous braille interpreter d) Audio interpreter e) Others ()
 - Parking lot: Necessary Not necessary
 - Do you need any other support? Please explain in details, if any. ()

Contact information of the meeting organizer
 Meeting organizers might need to contact you for confirmation of the information provided above.
 If you have any questions about the meeting, please contact XXXX XXXXX.
 Phone: _____ Fax: _____
 E-mail: _____

*For more information about JIS (Japanese Industrial Standards), please visit the following website:

<http://www.jisc.go.jp/app/JPS/JPSO0020.html>

**For purchase of JIS, please contact Japanese Standards Association at

<http://www.jsa.or.jp/default.asp>